

CITY OF RENTON

POSITION: SECRETARY II
Community Services Department
February 2007
SKILL INVENTORY SHEET

Please note: The City of Renton will use the information provided in this skill sheet to screen the applicant's information. Therefore, all applicants must fill out this form completely in order to be considered for this position. FAILURE TO ANSWER ALL QUESTIONS ASKED MAY RESULT IN YOUR APPLICATION BEING REJECTED.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL FUNCTION OF THE POSITION

#	QUESTION	RESPONSE																														
1	Do you have paid experience within the last 10 years composing, preparing and typing a variety of correspondence, memos, reports and other materials?	<input type="checkbox"/> YES <input type="checkbox"/> NO																														
	Organizations and dates of employment																															
2.																																
	Please rate your computer proficiency level with the following programs: Word Excel PowerPoint Publisher or similar program (list below) Web Design Software	<table><tr><td>Low</td><td><input type="checkbox"/></td><td>Med</td><td><input type="checkbox"/></td><td>High</td><td><input type="checkbox"/></td></tr><tr><td>Low</td><td><input type="checkbox"/></td><td>Med</td><td><input type="checkbox"/></td><td>High</td><td><input type="checkbox"/></td></tr><tr><td>Low</td><td><input type="checkbox"/></td><td>Med</td><td><input type="checkbox"/></td><td>High</td><td><input type="checkbox"/></td></tr><tr><td>Low</td><td><input type="checkbox"/></td><td>Med</td><td><input type="checkbox"/></td><td>High</td><td><input type="checkbox"/></td></tr><tr><td>Low</td><td><input type="checkbox"/></td><td>Med</td><td><input type="checkbox"/></td><td>High</td><td><input type="checkbox"/></td></tr></table>	Low	<input type="checkbox"/>	Med	<input type="checkbox"/>	High	<input type="checkbox"/>	Low	<input type="checkbox"/>	Med	<input type="checkbox"/>	High	<input type="checkbox"/>	Low	<input type="checkbox"/>	Med	<input type="checkbox"/>	High	<input type="checkbox"/>	Low	<input type="checkbox"/>	Med	<input type="checkbox"/>	High	<input type="checkbox"/>	Low	<input type="checkbox"/>	Med	<input type="checkbox"/>	High	<input type="checkbox"/>
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Low	<input type="checkbox"/>	Med	<input type="checkbox"/>	High	<input type="checkbox"/>																											
	Describe your experience using the software programs listed and indicate length of use:	List any other databases, spreadsheet or word processing programs you have experience.																														

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3.	Please respond to the following questions. You may attach a separate sheet: A. Why are you interested in this position and how does this job fit into your career goals? B. Describe your customer service or public relations philosophy. C. Describe your background as it pertains to this specific position. List any special education, training or certificates you may have that pertain to this position.	
Printed Name: <hr/>		
Signature: <hr/>		Date: <hr/>